



# KCJIS *NEWSLETTER*

Volume 3: Issue 3; November, 2001

## UPDATE ON BUSINESS SOFTWARE AND EQUIPMENT, INC. (BSE)

Effective October 19, 2001, Business Software and Equipment, Inc. (BSE) ceased to operate. Chris Hill, president of BSE, cited financial reasons for the closure. The future of BSE is unknown at this time.

BSE was under contract to provide software maintenance and help desk services for three case management applications designed to assist local agencies and court services. The company was also tasked to complete several enhancements to the software applications.

The KBI, in cooperation with the Office of Judicial Administration, is assessing the impact that the business closure has on the applications. Steps are being taken to continue the support of law enforcement agencies, prosecutors and court service offices currently using the software. The KBI is hopeful that help desk services can be restored for the users within a short period of time.

Current users of the software have been notified of the business closure and the various steps being taken to maintain the applications. The KBI and OJA will continue to keep the users informed.

Questions concerning the business closure should be directed to KBI Assistant Director Chuck Sexson, 785-291-3029; or Chris Mechler at OJA, 785-291-3223.

## ACCESS TO JUVENILE OFFENDER RECORDS

A frequent topic of discussion (and confusion) is the releasability of juvenile offender records for both criminal justice and non-criminal justice purposes. Almost as frequently, there are misunderstandings regarding who can receive what information under what circumstances.

Pursuant to K.S.A. 38-1608, all law enforcement and municipal court records concerning a public offense committed or alleged to have been committed by a juvenile under 14 years of age are mandatorily closed except for disclosure to: judges/court staff, county / district attorneys, parties to the proceeding and

their attorneys, SRS, Juvenile Justice Authority, law enforcement officers, KBI, intake and assessment, CASA, educational institutions and any other party pursuant to court orders. The statute states that the following records are open:

- traffic offenses if the juvenile is 14 years or older;
- fish and game violations under Chapter 32 if a juvenile is 16 years or older;
- a juvenile being prosecuted as an adult.

Pursuant to K.S.A. 38-1607, official district court records (complaint, orders, journal entries etc...) for juveniles under 14 years of age are only

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closed if ordered by the court. If the file is ordered closed by the court, only the parties referenced above may have access to the records. Otherwise, these records are open as long as the identity of a victim of sexual offense is not disclosed.

Here's a common question: *If a juvenile is over 14 years of age, can any other person or non-criminal justice agency (for example, an Armed Forces recruiter) obtain the juvenile's criminal history records or investigative records for non-criminal justice purposes?*

K.S.A. 38-1608(c) states that all law enforcement records or municipal records for juveniles over 14 years of age are "subject to the same disclosure restrictions as the records of adults." We know that under dissemination statutes and rules and regulations, agencies can only disclose criminal *convictions* (and must withhold *arrests* that didn't result in convictions) unless the party is a criminal justice agency, a federal agency with investigative authority or pursuant to court order or subpoena. Juvenile adjudications are comparable to adult convictions and should therefore be open upon request for offenses committed or alleged to have been committed by a juvenile 14 years of age or older. Records are closed for any offense that was committed or alleged to be committed when the juvenile was under 14 years of age. Law enforcement agencies are only required to provide information that is in their possession. Information relating to an arrest, expungement, diversion or other non-conviction information should not be disclosed to any person or non-criminal justice agency.

If any person or non-criminal justice agency requests law enforcement reports for a juvenile 14 years of age or older, these records are considered "criminal investigation records" under the Kansas Open Records Act and can be discretionarily closed by the law enforcement agency.

The bottom line is, that a recruiter can only obtain juvenile adjudications for offenses committed when the juvenile was 14 years of age or older and are not entitled to criminal investigation records unless the agency chooses to make these records open.

Always presume the records are open unless there are specific provisions closing the record under the statute or rule or regulation.

## **KHP TRAINING /AUDIT UPDATE**

By Captain Ken Justice, NCIC Control Terminal Officer

### **STATE-WIDE TAC TRAINING NEARING COMPLETION**

I am very pleased with the statewide attendance and participation in the recently concluded KHP TAC training. The regional training sessions began in September and will conclude in early November. As a result, we will have trained approximately three hundred fifty TAC's in fifteen separate training venues across the state. In addition to the KHP training made available, each agency TAC was provided a newly composed TAC Manual.

I want to thank each TAC who took the time to complete our survey during the training sessions. The results of that survey thus far clearly states that the most important issue to you, as an agency TAC, is the solving of the disconnect issue. What stands out in my mind is when I ask users what they think of KCJIS, they almost always quickly answer 'it's horrible, it's always disconnected when I need it'. Then I ask them to look beyond disconnects. The answer is usually 'it's wonderful, it's fast and has many features that we like'. When TAC training concludes in November, I plan to share your surveys with Gordon Lansford, KCJIS Director; Andy Sharf, ASTRA Board Chairman; and Chuck Sexson, KBI.

I am very please to announce that we have added a new member to our KHP CJIS staff at GHQ. That person has been assigned to assist Bob Eckhardt with his ISO duties.

### **LOCAL AGENCY SECURITY OFFICER TRAINING TO BE OFFERED**

As NCIC 2000 began to take shape and the TCP/IP transmission protocol emerged as the protocol of choice, many security issues began to surface. As it became obvious to the FBI that local, state, county and city agencies would be constructing both local and wide area networks using TCP/IP, and these networks would also have external connections to both NCIC and the Internet, they saw the need to create a structure that could provide for the administration of security at every level of CJIS usage.

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With the new FBI CJIS Security Policy that was adopted in April of 1999, the concept of the KCJIS Information Security Officer (ISO) emerged, and Bob Eckhardt with the Kansas Highway Patrol CUIS Unit begin serving in this capacity for Kansas.

One of the duties of the ISO is to ensure that each local agency in the state having access to a criminal justice network has established a security point-of-contact at that local agency. This security point-of-contact will be known as the Local Agency Security Officer (LASO). Once the LASOs have been identified, the ISO is responsible for providing training and guidance for implementing security measures at the local level.

Beginning in November, Bob will be conducting training sessions at various locations around the state to initiate the Local Agency Security Officer training process. These training sessions will be between four to six hours in length. You will be notified as the training locations and dates are finalized. One of the things that each agency needs to be thinking about is who within their agency should be designated as their agency's Local Agency Security Officer (LASO), and be prepared to have that person attend the training class in their area.

## THE PRIMARY DUTIES OF THE LASO WILL BE:

1. Responsible for insuring the confidentiality of all CJIS-sensitive information in their agency.
2. Responsible for overseeing the connection and usage of all KCJIS workstations within their agency.
3. Responsible for notification to the State ISO of any violation of KCJIS security policy or loss of KCJIS equipment.
4. Responsible for the immediate notification of any significant attempts of computer security intrusion, and all successful unauthorized accesses to any computer systems that house CJIS-sensitive information or have connections to the State's KCJIS system.
5. Responsible for receiving security alerts from the State ISO and disseminating them in a timely fashion to their appropriate agency personnel who can take the proper actions to minimize the impact to their agency.

The LASO training will touch on some of the concepts of local and wide area networks, but will also deal with security awareness and security administration. For smaller agencies, the LASO may very well be the same person who performs TAC duties. In larger agencies, the LASO may be a local network administrator or local security officer.

## KCJIS DISCONNECTS

As you are aware, the system is experiencing a number of disconnects. This problem has been escalated and is being evaluated daily. The KBI Help Desk is running a report for FISHNET each morning and they have an engineer that is reviewing the logs each day. In order to help us resolve some of the issues we are asking that all agencies keep a log and document any time that they are logged off the network. It is important that you log what error you receive each time, the date, time and what steps you took in order to get logged back onto the network.

One common error that we have been receiving is ***"Invalid IP."***

If you receive this error contact the KBI Help Desk. They can disconnect you from the system from the State side and it will allow for a clean disconnect. Once there has been a "clean" disconnect from the system your terminal should be able to connect again.

## LOGGING OFF DATAMAXX

When logging off the network, please make sure to do the following:

Click on Windows, Close All and then Close the Window by clicking the X in the top right hand corner.

As soon as we have any type of solutions for the disconnect problem, we will update you by sending an ALLL message over the KCJIS system.

## SENDING IN TOKEN APPLICATIONS

When sending in applications for new operators please make sure that they are sent to the Help Desk in a timely fashion. The system does in fact update

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every hour, however keep the following in mind. We receive a number of token applications and activity forms every day. The bulk of those forms are processed during the evening and night shift. The Help Desk is normally so busy with trouble-shooting calls during the day that any data entry is not done during the day shift. All paperwork is processed during less hectic times, meaning that the paperwork is caught up on the night shift so that there is nothing carried over to the next day. We realize that there are going to be times that your agency may have an urgent request, if this does happen please contact the help desk and they will in fact process the request. Thanks for your help and understanding with this process.

## **FEEDING TOADS TO KASPER**

The Kansas Adult Supervised Population Electronic Repository (KASPER) is evolving into a robust system that will eventually accept data from several diverse systems. Currently the repository is accepting data from the Department of Corrections Offender Management Information System (OMIS). The current data reflects those offenders who are in confinement and includes information pertaining to location, movement (offender status) history, demographics, aliases, court cases, and a recent photograph. A prototype web browser is being evaluated within the Department of Corrections to assist in developing an interface that will meet the general needs of its intended users.

Several initiatives are in various stages that will enable the collection of parole, adult community corrections, probation and eventually jail information. The Department of Corrections is developing techniques to extract relevant information from the Total Offender Activity Documentation System (TOADS) application into database structures that will be exported to KASPER. A recent National Governors Association grant to purchase hardware for the TOADS application will expedite the translation of TOADS databases to KASPER formats. This feeding of KASPER from the TOADS databases will provide timely and accurate information pertaining to offenders on parole and adult community corrections supervision.

The other initiatives under consideration focus on identifying the key data requirements and eventually defining the way in which data will be extracted from

the various applications in the probation and county systems to be stored and presented by KASPER. For more information on TOADS or KASPER, contact Cathy Clayton at [CathyC@kdoc.dc.state.ks.us](mailto:CathyC@kdoc.dc.state.ks.us).

## **AFIS (AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM) NEWS**

Identix, Inc. has proven that their Livescan device is compatible with the Kansas AFIS system. In September, their installation in Finney County successfully connected to the host site at the KBI in Topeka and transmitted a fingerprint record. The record was electronically processed and correctly identified.

That action is a significant step forward for the Kansas AFIS project and it represents a level of sophisticated operation that is found in only a few state systems. We now have proven that the Kansas AFIS has a stable, open architecture that permits submitting agencies to use whichever livescan device best meets their needs and procurement requirements.

The remaining Identix installations have now either established test connectivity or are pending the final actions to permit that connection.

## **STATUS OF THE PROSECUTOR CASE MANAGEMENT SYSTEM AND KANSAS DISPOSITION REPORT (KDR) GATEWAY**

With the closing of BSE, the future of the Prosecutor Case Management System (PCMS) is under review.

The PCMS Users' Group has been designing additional functionality for the next version (V2.0) of the PCMS software. The continuation of that process, support of the installed version (V1.1) and the release of the KDR Gateway program are all worthy projects; options for moving forward are being considered.

As the dust settles and decisions are made, we will continue to communicate with PCMS users.

## PRICE INCREASE FOR NON-CRIMINAL JUSTICE RECORD CHECKS

Effective January 1, 2002, the Central Records Repository will implement a new fee structure for criminal history record checks. While the fee structure has not been finalized, customers can expect a general increase in costs for both name checks and fingerprint-based checks.

These fees have not been increased for ten years. However, we must recognize that the cost of doing business continues to rise and the charges for services must be adjusted accordingly. When the fee structure is approved, we will notify customers of the Central Repository by mail.

## FULL COURT DISTRICT COURT CASE MANAGEMENT SYSTEM

The Full Court committee, composed of court staff from thirteen judicial districts, has been working with the software vendor, Justice Systems Inc. (JSI), to define the software modifications necessary to customize the software to meet the needs of the Kansas courts. JSI has completed a majority of the requested changes and those changes have been reviewed and approved by the Committee. It is anticipated that identified modifications will be made by the end of October. This will allow the project to move into the pilot phase. The first pilot will be installed in Anderson County District Court, Garnett, KS, in November 2001. Morris County District Court, the second pilot court, is scheduled for implementation in February 2002. Pilot installations will also be completed in Pottawatomie and Ellis Counties. Sedgwick County plans to implement the FullCourt software in June-July 2002. If you have any questions about the FullCourt software, please call Amy Waddle, Office of Judicial Administration, (785) 296-4855.

## STATE HOT FILE USAGE

The statewide warrant file continues to be the most used state hot file. Since implementation, in July of 2001, there have been over 5,000 warrants entered by 56 agencies. The City of Topeka is currently working with the KBI to automate the entry of their warrants into this file.

There have been 572 BOLO entries made since implementation also in July of 2001. There seems to be some confusion regarding the value of using the Kansas BOLO file instead of just sending a KAM broadcast message. By using the Kansas BOLO entry, a user can both broadcast a message and index a person and vehicle data at the same time, instead of just broadcasting the information through use of a KAM message and relying on someone's memory or ability to retrieve the paper copy in a timely manner. For example, if a BOLO was entered on a gas skip and the license plate was entered, a query of the license plate through the car stop screen would return a copy of the BOLO message. The officer would then know that this vehicle had been reported to have been involved in a gas skip before he approached the car. If additional training on this file is needed, please contact the KHP Auditor/Trainer in your area.

### \*STATISTICS:

Registered Offender Hits in October 44

#### Warrants:

Total warrants entered 5,375

Cleared by entering agency 488

Cleared by other agency 39

Cancelled 221

Total Active Warrants: 4,627

Delayed Hit notifications 54

Car Stop Transactions average 5,000 per day

\*As of 10/23/01

Your input is valuable to us. Please document your suggestions and/or report any problems concerning the hot files to: Vicky Harris, KBI, 1620 SW Tyler, Topeka, Kansas, 66612 or by email: [vicky.harris@kbi.state.ks.us](mailto:vicky.harris@kbi.state.ks.us).

## KIBRS TRAINING

The KBI has conducted several workshops recently on the Kansas Incident Based Reporting System (KIBRS). These workshops concentrate on how to complete the Kansas Standard Offense and Arrest Reports correctly. The goal of each workshop is to:

- Review the 6 sections of the KSOR containing data submitted to KIBRS
- Review the 3 sections of the KSAR containing data submitted to KIBRS

(See Page 6, KIBRS TRAINING)

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- Identify the three crime types (Crimes Against Person, Property, and Society)
- Recognize the reporting requirements by offense
- And to Change Old Habits.

The workshops are approximately 4 hours long and can be used towards meeting certification requirements.

If the KBI has been returning standard offense and arrest reports to your agency for corrections or if your agency plans to start submitting KIBRS data through the KIBRS Gateway or is currently submitting data through the KIBRS Gateway, this is the workshop for you. Complete and accurate reports are critical to meeting KIBRS and NIBRS reporting requirements.

If you are interested in a hosting a workshop for agencies in your area please contact Mary Ann Howerton, at (785) 296-8277 or email her at [MaryAnn.Howerton@kbi.state.ks.us](mailto:MaryAnn.Howerton@kbi.state.ks.us).

## KIBRS GATEWAY UPDATE

Two more agencies interfacing from their own records management systems have been certified to submit data through the Kansas Incident Based Reporting System (KIBRS) Gateway. Congratulations go to Reno County Sheriff's Office and Hutchinson Police Department for their efforts in achieving this goal!

Currently, 31 agencies using the KIBRSLE (BSE) software and five interface agencies are submitting through the KIBRS Gateway. As of October 20, the data entry personnel at the KBI had entered 279,472 records into the KIBRS database as compared to 21,478 records submitted by local agencies through the KIBRS Gateway. The ratio for local agency submissions is approximately one record for every ten keyed by the KBI personnel. This is a great start and it will only get better since several interface agencies are scheduled to start testing before the end of the year.

If you have any questions about submitting through the KIBRS Gateway please contact Mary Ann Howerton, at (785) 296-8277 or email her at [MaryAnn.Howerton@kbi.state.ks.us](mailto:MaryAnn.Howerton@kbi.state.ks.us).

## MISSING PERSONS

These reminders are a result of problems encountered while reviewing NCIC Missing/Unidentified Persons transactions and making contacts with local law enforcement agencies.

- "XM" is used for **fictitious** reports only. (Not when a person, who has been missing, returns or is located.)

- Information for an NCIC entry **can** be received by radio, if a missing person report is being taken.

- The ORI used for an NCIC entry will be the ORI reflected in the Kansas Missing Persons System. (The "013N" extension will remain as the enter/cancel/clear/locate ORI.)

- Verify all NCIC entry information (by a second party).

- Check for an OLN (Operator License Number).

- Hyphenate names where appropriate.

- Pack the Record.

For questions, contact Judy Ashbaugh, Missing Persons Clearinghouse at KBI Headquarters, (785) 296-8244 or email at [judy.ashbaugh@kbi.state.ks.us](mailto:judy.ashbaugh@kbi.state.ks.us)

## NLETS NEWS

There have been a number of questions regarding what information is available from Mexico, particularly driver's license data and vehicle registration data. Mexico does not have an automated system that maintains this data.

Users can inquire to the Licencia Federal Information System (LIFIS) through NLETS to obtain license and status information about federally issued Mexican commercial driver licenses. A license status inquiry to the LIFIS is made by addressing a DQ inquiry message to the jurisdiction address of "MX". Complete information regarding this system can be found in Chapter 34 of the NLETS manual. The NLETS manual can be found on the secure web portal at: [www.kcjis.state.ks.us](http://www.kcjis.state.ks.us), click on NCIC/NLETS.

In the wake of the tragic events of September 11<sup>th</sup>, NLETS saw a dramatic increase of administrative nationwide broadcast messages regarding matters of national security and importance. An "AM" NLETS message addressed to "AP" is sent to all state and federal NLETS control terminals

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to be rebroadcast to local law enforcement. In most all instances, the task to rebroadcast the message to the locals remains a manual one. In order to keep these messages to a minimum and expedite the retransmission of critical messages, please only send AM messages to the "AP" address when the message is critical for law enforcement agencies **nationwide**. If your message is not of nationwide importance, send the message to the affected states or regions. The NLETS Technical Operations Committee will be reviewing the possibility of adding a new message key that will provide each state with the flexibility of automating the transmission of these types of critical messages.

Also, NLETS has asked each state CTA to remind its users those "curiosity" inquiries on data (such as terrorist suspect names) are prohibited.

## FAQ

**Q. I was entering a Protection from Abuse order into the ASTRA hot files and recognized the subject of the order as a member of our local National Guard unit. The order indicates the subject is not permitted use of firearms. Should I tell his Guard commander?**

**A.** That's an excellent question for your County Attorney.

**Q. Didn't you duck that last question?**

**A.** Yes.

**Q. If an individual was convicted in court and given a 6 months suspended sentence with 1 year immediate supervised probation, where on the Kansas Disposition Report (KDR) do I enter the 6 months since he won't actually spend time in jail.**

**A.** The 6 months will be entered into "Underlying Prison/Jail Term" field. The length of probation is entered into the "Probation" field. See instructions 41 and 42 in *The Detailed Instructions for Filling out the KBI Form CCH4* for additional information.

Here's a variation to your example. If the judge sentences the person as above and requires him to serve 48 hours in jail before probation begins,

record the 2 days in "Time to be Served in the City/County Jail" block (instruction 40) and complete the form as above.

**Q. Where can I get a copy of The Detailed Instructions for Filling out the KBI Form CCH4, the document you mentioned above?**

**A.** Contact Helen Ohlsson at the KBI Adult Records Unit or Barbara Berggren at the KBI Juvenile Records Unit. They will have a copy mailed to you.

**Q. How should our Police Department report arrests on a fingerprint card or a disposition report that are the result of a bench warrant issued by the judge when the subject fails to show for a preliminary hearing?**

**A.** If the subject is arrested and booked within 30 days of the failed court appearance, the charge should be "Warrant Arrest; K.S.A. 22-2401." If, however, the subject is not arrested within that 30 days, then the charge of "Failure to Appear; K.S.A. 21-3813" applies when the original offense was a misdemeanor or "Aggravated Failure to Appear; K.S.A. 21-3814" when the original offense was a felony.

**Q. Do fingerprints have to be taken when a bench warrant is issued to bring subject into court?**

**A.** If the subject was originally arrested and booked/fingerprinted then you don't have to print a second time.

However, if the offender is being charged with "Failure to Appear; K.S.A 21-3813" or "Aggravated Failure to Appear; K.S.A. 21-3814" and that was the reason a bench warrant was issued, then you have to fingerprint. That's because the failure to appear is a new reportable offense.

If the subject was issued a ticket or summons to court and failed to show, you should fingerprint the offender to report the original charges. And if the offender is also being charged with "Failure to Appear; K.S.A 21-3813" or "Aggravated Failure to Appear; K.S.A. 21-3814," that charge will be added to the original charges.

**Q. Does the above answer also pertain to court pick-up orders and arrest & detain orders for juveniles?** (See Page 8, FAQ)

(Continued from Page 7, FAQ)

**A.** Yes.

**Q. Who is responsible for the collection and payment of the KBI fees.**

**A.** The courts are responsible for collecting and payment of the fees to the KBI. This includes restitution and lab fees.

**Q. How do we report a juvenile charged with Minor In Possession?**

**A.** Minor in Possession is an unclassified misdemeanor and, therefore, not reportable to the Central Repository for criminal history. However, a Kansas Standard Arrest Report should be submitted to KIBRS.

**Q. We picked up a 12-year-old for a driving offense. How do we report this?**

**A.** This is a **Child-in-Need-of-Care** issue, not a juvenile offense. Process the incident as a CINC report. This is also the case for Fish and Game violations by children under the age of 16.

**Q. Our County Attorney's Office has installed the Prosecutor Case Management System (PCMS) software. Our County Sheriff's Office manually prepares the pre-printed Kansas Disposition Reports (KADR and KJDR) and sends them to us. We use them as source documents for data entry into the PCMS, then we put the KADR and KJDR into our case file. When the County Attorney's actions are complete, we hand-write the disposition onto the KADR and KJDR, then mail them to the KBI. Isn't there an easier way to manage this information and make our reports?**

**A.** Yes, there is an easier way. PCMS can print a KADR or KJDR when you're ready to report disposition to the KBI. You don't need to add that information onto the pre-printed forms you received from the Sheriff; the KBI will accept the form printed by the PCMS. Since the data necessary for your case management is the same data reported on the disposition reports, you will avoid unnecessary data entry and manual form completion.

**Q. I thought the PCMS was supposed to automatically transmit dispositional information to the Central Repository, so our office wouldn't have to mail any KDR to the KBI. What happened to that concept?**

**A.** That functionality will be incorporated in the next release of the PCMS software, Version 2.0. The developer of the PCMS is coding the application to electronically send reportable information to the KBI. On the Central Repository side, we must have the new CCH database in operation before those transmissions can be received, so it will be a few months before we will be "live."

**Q. Are school districts still conducting fingerprint-based record checks on new employees?**

**A.** Yes. As a local initiative, public schools can conduct national record checks of employees, prospective employees, contracted employees and volunteers under the provisions of the National Child Protection Act.

**Q. I ran a record check on KBARS and received a "NO RECORD" response. I know the subject had a juvenile offender record. How come KBARS doesn't have the info?**

**A.** There are three possible reasons you received that response:

- There is no record in the Kansas computerized criminal history (CCH) database because the juvenile offense was never reported to the KBI.
- When you ran the KBARS query you used a purpose code that doesn't permit release of juvenile information. If that's the case, even if there is a juvenile record in CCH, you will be given the no-record response.
- The subject has only a juvenile record and no adult arrests or convictions. Because our adult and juvenile databases are separate, KBARS only searches the adult side. If you are entitled to juvenile offender information and you have received a no record response from KBARS, you can request a juvenile record check by contacting the KBI Juvenile Records Unit at (785) 296-8200.

**Q. When will I be able to run a criminal history record check and get both adult and juvenile offense data automatically?**

(See Page 9, FAQ)



(Continued from Page 8, FAQ)

A. When the CCH database is migrated to the new computer and database system, one of the major system improvements will be the integration of adult and juvenile data into a single abstract of record ("rapsheet"). The new CCH will be networked and accessible at the KBI web site. A single name check will locate the complete record (both juvenile and adult components) and disseminate it as a single document.

**Q. That's all well and good, but when will that be available?**

A. According to our current schedule with the contracted vendor, the new CCH should be delivered and operational in stand-alone mode by the end of this year. Then the plan moves to connectivity with the ASTRA network quickly thereafter.

**Q. Why do clock hands move in the direction they do? Why not the other direction?**

A. When mechanical clocks with circular faces were first devised, the direction of hand movement was selected to mimic the direction of movement of the sun's shadow on sundials, the timekeeping device that the mechanical clock replaced.

## **INFORMATION PAMPHLET FOR CRIMINAL HISTORY RECORD CHECKS**

The KBI has published a pamphlet covering the rules and procedures for accessing Kansas criminal history records. This pamphlet is intended for public release, and it consists of the basics for requesting criminal histories for non-criminal justice purposes. A copy is attached to this edition of the CJIS Newsletter.

Please feel free to distribute the pamphlet or the information it contains. Agencies that want a stock of pamphlets should contact the Adult Records Unit of the KBI.

As mentioned in a related article, the fee structure is scheduled to change next year, so the pamphlet will be revised at that time.

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## *NEWSLETTER*

The KCJIS NEWSLETTER is published by the Kansas Criminal  
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